

INTERAGENCY POST EMPLOYEE POSITION DESCRIPTION

Prepare according to instructions given in Foreign Service National Handbook, Chapter 4 (3 FAH-2)

1. POST Kampala	2. AGENCY State	3a. POSITION NO. K0060627
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3b. SUBJECT TO IDENTICAL POSITIONS? AGENCIES MAY SHOW THE NUMBER OF SUCH POSITIONS AUTHORIZED AND/OR ESTABLISHED AFTER THE "YES" BLOCK. ☐ Yes ☒ **No**

4. REASON FOR SUBMISSION

- ☐ a. Reclassification of duties: This position replaces
 Position No. _____ (Title) _____ Series) _____ Grade) _____
- ☐ b. New Position
- ☒ c. Other (explain) Last Classification was incomplete (PD missing and no e-note at all)

5. CLASSIFICATION ACTION	Position Title and Series Code	Grade	Initials	Date (mm-dd-yy)
a. Post Classification Authority	Political Assistant, 1605	FSN-09	AFRCC: DAH	8/8/2022
b. Other				
c. Proposed by Initiating Office	Political Assistant	9		

6. POST TITLE POSITION (if different from official title)	7. NAME OF EMPLOYEE
8. OFFICE/SECTION Political/Economic Section	a. First Subdivision
b. Second Subdivision	c. Third Subdivision
9. This is a complete and accurate description of the duties and responsibilities of my position. <div style="display: flex; justify-content: space-between;"> _____ Typed Name and Signature of Employee _____ Date(mm-dd-yy) </div>	10. This is a complete and accurate description of the duties and responsibilities of this position. <div style="display: flex; justify-content: space-between;"> _____ Typed Name and Signature of Supervisor _____ Date(mm-dd-yy) </div>
11. This is a complete and accurate description of the duties and responsibilities of this position. There is a valid management need for this position. <div style="display: flex; justify-content: space-between;"> _____ Typed Name and Signature of Section Chief or Agency Head _____ Date(mm-dd-yy) </div>	12. I have satisfied myself that this is an accurate description of this position, and I certify that it has been classified in accordance with appropriate 3 FAH-2 standards. <div style="display: flex; justify-content: space-between;"> _____ Typed Name and Signature of Human Resources Officer _____ Date(mm-dd-yy) </div>

13. BASIC FUNCTION OF POSITION

The incumbent is a political assistant at U.S. Embassy Kampala, who serves as the Locally Employed staff member handling a portfolio that includes political and economic reporting support with a focus on human rights; religious freedom issues; political affairs; security, health, counterterrorism/countering violent extremism, child labor, and trafficking in persons. S/he is one of two political assistants in a 13-person section and reports directly to the Political Specialist and is reviewed by the Deputy Political Counselor. The incumbent drafts and researches required annual reporting as well as voluntary reporting as assigned. The incumbent takes meetings independently as well as scheduling meetings for U.S. officers. The incumbent briefs colleagues within the section, other Embassy officials including the Ambassador, and visiting officials on current and political developments and trends. The incumbent occasionally travels independently within Uganda, and frequently supports travel of U.S. officers. Incumbent must maintain a wide range of contacts at the highest

level inside and outside government. The incumbent must also work closely with other sections in the Embassy. The incumbent assists in organizing representational events, including by recommending and liaising with appropriate invitees.

14. MAJOR DUTIES AND RESPONSIBILITIES

% OF TIME

Research, Report, and Advise on Political and Economic Developments

60%

The incumbent monitors political and economic portfolios as assigned, tracking breaking news and emergent trends, conducting research and meetings to brief colleagues in the section and beyond on a broad range of topics, and drafting cables, briefing memoranda, and official correspondence for the Political Section, Embassy Front Office, and Washington.

As assigned, the incumbent drafts and researches both voluntary and required annual reporting, such as the Trafficking in Persons Report or Human Rights Report.

The incumbent must be able to brief the Pol/Econ Chief, Deputy Chief of Mission, Ambassador, and visiting Washington officials on developments with authority and accuracy. This involves oral or written briefings and inputs, evaluating events in historical perspective and identifying their relationships to national trends and to the interests of the United States. The incumbent must be able to make reasonable projections about the future course of politics and social changes, demonstrating good judgment and strong intellectual integration of social, political and economic factors.

The incumbent must quickly develop and maintain a detailed knowledge of U.S. goals in Uganda and of U.S. priorities and development programs.

The incumbent must effectively multi-task, juggling assignments from several officers at a time, and balancing attention to long-term and special projects with urgent requests and day-to-day business.

Develop and Maintain Contacts

30%

The incumbent must initiate and maintain a broad range of contacts in his/her portfolios at the highest levels, to include government, parliamentarians, political parties, diplomatic missions, academia, Diaspora communities, civil society and the media. To maintain and expand these contacts, the incumbent attends civil society gatherings, important public meetings, legislative sessions and conferences and seminars relevant to his/her portfolio. Drawing on his/her broad base of contacts, the incumbent assists with the selection of candidates for Public Affairs programs. The incumbent also drafts biographical materials on key contacts and assists in suggesting talking points for the Ambassador and other Embassy officials to deploy during meetings.

The incumbent is also responsible for suggesting new contacts with which the Section can engage. He/she helps orient new U.S. officers by introducing them to key political contacts and opinion leaders. The incumbent also develops guest lists for representational events and advises on the relative importance and experience of key contacts.

Travel Responsibilities

10%

The incumbent may travel independently especially in Kampala and the surrounding districts and other parts of Uganda as the need arises, to keep up to date on political and social developments of importance to U.S. interests across the board. Through this travel, incumbent keeps the Political Section informed about developments in decentralization, grassroots reach of political parties, human rights issues, communal relations and tensions, political personalities, and other issues.

The incumbent also frequently supports travel by Embassy officials, including recommending and developing schedules, making arrangements, accompanying officers on trips, and helping produce post-trip reporting.

The incumbent also assists in the planning and organizing of visits by Department officials, Cabinet Secretaries, other Executive Branch officials and Congressional Delegations. Although this is done under the supervision of American

officers; the incumbent plays a role not only in logistical arrangements but also in suggesting site visits, tours and meetings with key Ugandan personalities. The incumbent arranges meetings with key political contacts ensuring that officers and official visitors are able to gather comprehensive information and take full advantage of the visit. S/he recommends approaches to be taken by principals in the meetings and prepares background and biographic material. Incumbent assists Protocol and Front Office as required.

Note: This position description in no way states or implies that these are the only duties to be performed by incumbent. Incumbent will be required to perform other duties as assigned by the agency.

15. QUALIFICATIONS REQUIRED FOR EFFECTIVE PERFORMANCE

a. Education:

A bachelor's degree in political science, economics, history, journalism, or human rights is required.

b. Prior Work Experience:

Three years of experience performing political analysis and reporting duties.

c. Post Entry Training:

Training courses, seminars, and on-line training on political reporting, analysis, and report writing, such as FSI training for political and economic officers; PP217 FSN Political Training.

d. Language Proficiency:

Level IV (fluent) speaking/reading/writing English is required. Level III (good working knowledge) speaking/understanding Luganda or Swahili is required.

e. Job Knowledge:

A sound grasp of U.S. foreign policy objectives. A thorough understanding of internal political reporting requirements. Thorough knowledge of the host country's political, economic, and social structure is required. Must have a comprehensive understanding of U.S. foreign policy, U.S. interest in Uganda, and U.S. development assistance to Uganda is required. Good knowledge of political and economic analysis and reporting.

f. Skills and Abilities:

Highly advanced interpersonal, analytical, communication, planning and organizational skills are required. Ability to develop and maintain an extensive range of high-level contacts within the host country government, local parties, security forces, local NGOs and civil society is required. Ability to plan, organize and execute complex research projects and prepare precise, accurate and factual analytical reports often on sensitive topics (such as human rights) that require a high degree of personal courage given the prevailing political circumstances in Uganda is required. Must be proficient user of MS Office applications (Word, Excel, etc....)

16. POSITION ELEMENTS

a. Supervision Received:

The incumbent reports to the Political/Economic Specialist and receives work guidance from the Deputy Political Counselor.

b. Supervision Exercised:

None.

c. Available Guidelines:

Oral and written instructions from American supervisors and LE staff supervisor. 3 FAM Personnel/7000 Overseas Employment - relating to LE staff, as well as other regulations issued by the Management.

d. Exercise of Judgment:

Incumbent must provide expert judgment on political, economic, and security issues. Independently analyzes political and security developments and forecasts future trends. Must also exercise acute judgment in relation to documenting potentially sensitive human rights abuses within the country.

e. Authority to Make Commitments:

None.

f. Nature, Level, and Purpose of Contacts:

High level contacts with host government, U.S. Mission, civil society, political party, and foreign mission personnel to discuss and convey U.S. positions on a range of issues regarding Uganda.

g. Time Expected to Reach Full Performance Level:

52 weeks

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